



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

June 18, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-71

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Changes in Off-Cycle Processing in June

Due to OSUP's closure on Friday, June 21, **off-cycle will be closed and run at 2:00 p.m. on Thursday, June 20 and will remain locked through Monday morning, June 24.** Please refer to OSUP Memorandum #2002-70 for additional information about OSUP's relocation. Please note, however, that while OSUP will be closed on Friday, the ISIS HR Help Desk will be operational.

To accommodate fiscal year processing, **off-cycle will be closed and run at 2:00 p.m. on Friday, June 28 and will remain locked through Monday morning, July 1.**

If you have any questions in reference to this memorandum, please call the ISIS HR Help Desk or a member of the Benefits and Financial Administration Unit at (225):

Paula Rotolo	342-5377	Angel Vernon	342-5344
Penny Jones	342-5354	Orneatha Wright	342-5357
Angela Woods	219-0191		

JWC:SKG